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ABSTRACT

At Virginia Highlands Community College (VHCC), citizens advisory committees (CACs) were instrumental in the initiation of the first programs and services at the college and have continued to suggest needed additions, deletions, and modifications of offerings as the college has grown. This handbook outlines basic guidelines and procedures for citizens advisory committees. Following an introduction to the role of CACs, the handbook provides a brief history of VHCC from its inception in 1970 through the establishment of the 33 programs currently offered. The next section reviews VHCC's statement of purpose, and describes the college's programs in transfer education, continuing education, cooperative education, developmental studies, general education, occupational/technical education, and specialized regional and community services. Next, a flow chart presents VHCC's administrative organization and information is provided on the specific functions of VHCC's governing bodies. The final sections of the handbook focus on the CAC's, including information on: (1) the general advisory committee, the seven curriculum advisory committees, and the four special advisory committees; (2) the functions of the committees in the areas of needs assessment, program evaluation, student selection, and program development; (3) procedures for identifying, selecting, and appointing committee members; (4) qualifications of members; (5) terms and duties of office; and (6) current CAC members, including members' addresses, terms of appointment, and occupational field or area of expertise. (PAA)

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ED 363 370

CITIZENS ADVISORY COMMITTEES

FOR

VIRGINIA HIGHLANDS COMMUNITY COLLEGE

A Handbook of
Information, Policies, and Procedures
Revised July, 1993

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INTRODUCTION

Community colleges, serving primarily the geographical region in which they are located, have actively developed and included lay advisory committees in their organizational structure. Citizens' involvement through advisory committees tends to assure the maintenance of direct lines of communication between the college and the citizens it serves. These committees make the college more keenly aware of the rapidly changing educational needs of industry, business, and government, and assist the college in responding to changing needs with appropriate educational programs. Their direct line of communication with the Board and administration of the college facilitates a more expedient and effective process of decision-making, thereby benefiting both the college and the community.

Virginia Highlands Community College has been well served by its citizens advisory committees. These committees were instrumental in the initiation of programs and services at the College, and have continued to be involved in suggesting needed additions, deletions, and modifications of offerings as the College has grown.

This Handbook was originally developed in 1976 to provide basic guidelines and procedures for assuring systematic involvement of citizens advisory committees in the life of the College. Revisions reflect changes which have occurred over the last several years, including a current listing of members.

Our special thanks go to all individuals who have aided in the College's development through membership on its advisory committees, and to each of you currently serving. We look forward to continued cooperative efforts as we strive to provide outstanding educational opportunities for citizens of our service region.

A BRIEF HISTORY OF VIRGINIA HIGHLANDS COMMUNITY COLLEGE

Virginia Highlands Community College is located between U.S. Route 11 and Interstate Highway 81 approximately one mile west of Abingdon. The College serves the City of Bristol, Virginia; Washington County; and the western portion of Smyth County.

The College buildings are located on a 100-acre campus occupied for the first time in the 1970 summer session. The three original permanent buildings--the Administrative Building, Commons Building, and Mechanical Building--provided 52,158 gross square feet of space and include modern laboratories, shops, classrooms, offices, and a library. They are designed to handle 398 full-time equivalent day students.

A Nursing Education Building was completed during the fall of 1977, providing much-needed classroom, laboratory, and office space for the Virginia Appalachian Tricollege Nursing Program. This is a cooperative nursing program involving Virginia Highlands Community College, Southwest Virginia Community College, and Mountain Empire Community College.

The Learning Resources Center/Business Technologies Building was completed in the Summer of 1986. This building houses the library, learning laboratory, audio visual services, business technologies, class laboratories, and faculty offices. Containing over 40,000 gross square feet, the building includes a 230 seat theatre/auditorium.

The College has begun construction on a 22,000 square feet Occupational/ Technical Educational Center building. There will be labs for the air conditioning, heating, general engineering and police science curricula plus a number of offices for faculty and administrators.

Virginia Highlands Community College was authorized by action of the State Board for Community Colleges on November 30, 1967, and was established as part of the Virginia Community College System. In June, 1968, the local Board was appointed and had its first meeting later the same year. A building contract was awarded and work began on the development of the site.

During the 1969-70 academic year the post-high school occupational-technical programs, formerly operated by the Washington County Technical School, became part of the college and were offered at night in the facilities of the Technical School. More than 300 students were served during this initial year.

During the summer of 1970, the College moved to its permanent location. A full community college program was offered for the first time. Enrollment increased to 567 for the fall quarter. With the addition of the sophomore year and the organization of the Office of Continuing Education, the College's enrollment in credit-type courses jumped to over 800 in the fall of 1972; the College served between 1,500 and 2,000 individuals through its total program. During 1993, nearly 3,500 students enrolled in the college's certificate, diploma, degree, continuing education, and non-credit programs.

The curricula at VHCC have shown continuing modification and development during the College's history. Various new curricula have been established when there was demonstrated community need and sufficient evidence of support for the new offering. Some have been deleted when they could no longer be justified; others have been modified to reflect a shifting occupational or educational emphasis.

Virginia Highlands Community College, a division of the Virginia Community College System, is approved by the State Board for Community Colleges and by the Virginia Community College System Offices. The associate degree curricula of the College have also been approved by the State Council of Higher Education for Virginia.

In December, 1972, the College received accreditation by the Southern Association of Colleges and Schools, having achieved this recognition within the shortest time period permitted. In December of 1976, the Association reaffirmed Virginia Highlands' accreditation for ten years. Reaffirmation followed a period of self-study during which time the College took an in-depth look at its mission, explored ways and means of improving its programs and services, and charted its future course. The College completed another self-study cycle in 1986-87, and the College received reaffirmation of accreditation in December, 1987.

The College is approved for listing in U. S. Office of Education directories and for participation in various federally sponsored programs of student aid and educational assistance. It has also been fully approved by the Veterans Administration for veterans benefits and the Department of Health, Education, and Welfare for students who receive Social Security benefits to further their education.

Virginia Highlands Community College is an institutional member of the American Association of Community and Junior Colleges, the Southern Association of Junior Colleges, and the Association of Virginia Colleges.

Virginia Highlands Community College has become a dynamic leader in community college education, and has taken its place along with other educational institutions in providing comprehensive, quality educational opportunities for citizens of its service region.

A total of 33 degree, diploma, and certificate programs will be offered at VHCC during the 1993-1994 academic year. They are listed on the following page:

In addition to these occupational-technical and college transfer programs, VHCC provides developmental programs in English, math, and reading; non-credit and credit Continuing Education courses; specialized regional and community services; and special training programs (in cooperation with the Virginia Community College System Offices.)

CURRICULA OFFERED

Associate in Arts and Sciences (AA&S)

Majors:
- Business Administration
- Education
- Education Theatre Arts
- General Studies
- Liberal Arts
- Science

Associate in Applied Science Degrees (AAS)

BUSINESS TECHNOLOGY

Majors:
- Accounting
- Computer Information Systems
- Management
- Office Technology

ENGINEERING AND INDUSTRIAL TECHNOLOGY

Majors:
- Drafting and Design
- Electronics
- General Engineering

HEALTH TECHNOLOGY

Majors:
- Dental Hygiene
- Nursing
- Physical Therapy
- Radiography
- Medical Laboratory Technology

PUBLIC SERVICE TECHNOLOGY

Majors:
- Human Services
- Police Science

Diploma Curricula

- Air Conditioning, Refrigeration and Heating
- Electrical/Electronics Systems Mechanic
- Electro-Mechanical Maintenance
- Machinist

Certificate Curricula

- Accounting and Computer Information Systems
- Air Conditioning/Refrigeration
- Bookkeeping
- Clerical Studies
- Corrections
- Drafting
- Electricity
- Human Services Careers
- Machine Tool Operation

PURPOSE AND TYPES OF PROGRAMS

STATEMENT OF PURPOSE

The State Board for Community Colleges had adopted a statement of purpose which applies to all colleges in the system and which provides that "the Community College program shall be designed to serve the educational needs of qualified post-high school age youth and adults in order to prepare them for employment, for advanced collegiate education, and for improved citizenship."

Virginia Highlands Community College has attempted to achieve this purpose by developing a comprehensive program of offerings designed to implement it in all its several aspects.

We believe that all persons should be given a continuing opportunity to develop skills, extend knowledge, and increase awareness of their roles and responsibilities in society. In short, the purpose of the College is to serve the educational and cultural needs of the community and to assume a responsibility, in cooperation with local industry, business, professions, and government, to help provide trained workers in its service region. Accordingly, the educational opportunities afforded by the College include quality associate degree, diploma, and certificate programs as well as developmental studies for those not fully prepared to enter these programs. Through counseling and other student services, students are assisted in making decisions regarding their occupational, educational, and personal goals.

The College believes its purposes are manifold. Shifting economic forces in the nation's economy and changing enrollment patterns have required increased awareness of the needs of different groups in the community and greater flexibility in adjusting programs to rapid change. We feel strongly a responsibility for helping to raise to a realistic level the educational expectations of all groups within the community; we desire to become an educational and cultural center where residents may improve the quality of their lives.

Essential to the College's purpose is a desire to help people deal effectively with the problems of our increasingly complex society. Because we are closely bound to the community we serve, we feel the obligation to address ourselves to the ethical and humanistic implications of science, technology, and social values in our society. The needs of society and the directions it takes are crucial in determining the kind of preparation and education needed for its citizens. Our complex relationship with nature requires that we assume responsibility for helping to shape social policy in health, education, population growth, conservation, and development of natural resources.

TYPE OF PROGRAMS

In implementing its statement of purpose, Virginia Highlands Community College provides several types of programs and a wide choice of curricular offerings. Each curriculum is designed to meet the general criteria set by the State Board for Community Colleges. At the same time, Virginia Highlands strives to design each curriculum with consideration for the needs and opportunities of the citizens of the College's service region.

The State Board sets minimum standards and authorizes issuance by institutions of appropriate associate degrees, certificates, and diplomas to individuals who satisfactorily complete the course and program requirements.

Following is a list of the types of programs which are offered by Virginia Highlands and a description of each. The descriptions reflect both the philosophy of the State governing agencies and the college. No attempt has been made to rank the programs in any sort of priority order. Virginia Highlands Community College treats each as an important and integral part of the successful comprehensive community college.

College Transfer Education. The college transfer programs include freshman and sophomore courses in arts and sciences and pre-professional education meeting standards acceptable for transfer to baccalaureate degree programs in four-year colleges and universities. Virginia Highlands recognizes its responsibility to maintain academic excellence in preparing students for admission to the upper division of four-year programs and strives to offer programs acceptable and transferable appropriate degree-granting institutions. The college takes pride in offering low-cost quality college-transfer programs to all citizens of the service region, but particularly to those persons who do not wish to leave their local area for various reasons.

Continuing Education. Ideally, learning, work, and leisure are part of a continuum stretching throughout the adult years. The benefits of continuing education at intervals throughout life are numerous in a technological society. Jobs are changing and require basic skills in advance and a willingness to continue training on the job and through course work. Rapid advances in technology require periodic updating or retraining to prevent skills from becoming obsolete. More women desire to enter or re-enter the labor force. Retired persons are seeking opportunities to continue their learning for life enrichment and enjoyment.

Continuing Education at Virginia Highlands Community College offers credit and non-credit courses for those seeking retraining for changing occupations, for those seeking advancement in existing occupations and professions, and for those seeking education and cultural enrichment. These programs, in many instances, provide a second chance for post-secondary education for those who miss it after high school. Continuing education also offers alternative avenues for earning degrees or completing work schedules, geographic location, or responsibilities in the home.

The prospect of a higher-paying job is by no means the only reason for attending college. It may not even be the most important one in many cases. The cultural advantages, the opening of new avenues of intellectual interest and appreciation, and the enhanced social prestige associated with the college experience are all meaningful purposes in the pursuit of "lifelong learning." Through Continuing Education, the citizens of the Virginia Highlands Community College service region can spend less time in college in the future, have more alternative ways to enter careers open to them, be more able to move in and out of college as their interests and objectives dictate, and have greater opportunity to pursue learning throughout life.

Cooperative Education. The Cooperative Education Program is an academic program for credit designed to provide students with experiential learning related to their individual programs of study. Co-op Education students have the advantage of gaining early insight into their chosen career areas by working under the supervision of an employer and performing related work assignments in business, industry, human services, a profession, or the government. Co-op Education extends the classroom into the workplace, allowing the student to incorporate classroom theory into practice as well as to learn by doing. Qualified Co-op Education students earn College credit and generally are paid by their employers. However, students in select programs of study may participate in the non-paid Co-op Education option with non-profit entities. The eligibility criteria to Co-op, the number of credits that can be earned, and the non-paid Co-op Education option are defined in the curricula listing for each program in the VHCC Catalog.

The Co-op Education experience reinforces the student's career choice and provides an excellent reference to be added to student resumes when seeking employment. The Cooperative Education Program enables the College to establish closer working relationships with business, industry, and human services, as well as provide opportunities for its students to gain work experience while attending college.

Developmental Programs. The more flexible admissions criteria of the community college are aimed at fuller realization of the goal of "universal access" to higher education. Developmental programs contribute an important and a unique part in aiding students to overcome disadvantages limiting their academic progress. Such programs enable the admission of students with academic deficiencies and provide the means by which they can ultimately succeed in their programs of study.

The developmental studies program at Virginia Highlands Community College provides supplementary and compensatory learning experiences directly related to curricula or subject areas. Those programs assist individuals in developing both basic study skills and subject knowledge necessary to succeed in their college programs.

Shifting enrollment patterns have made the college aware of a growing number of non-traditional students, older adult students, and academically weak high school graduates who need a strong developmental program. Increasing numbers of the adult population are continuing or extending their educational experience in areas of occupational/technical skills and in traditional academic areas. With this growth Virginia Highlands notes the responsibility to support and enhance each student's opportunity and potential for success through the developmental studies program and through its continued commitment to serve the educational needs of the service area.

General Education. The community college is not tradition-laden, but it must maintain a clear definition of academic purpose. Great emphasis must be placed on the cultivation of the intellect, rationality, aesthetics, arts, and ethics. The search for new knowledge and the independent quest for truth must be protected to ensure the integrity of the academic experience.

The programs in general education at Virginia Highlands Community College place emphasis on broad learning that goes beyond job training and skill development. Each certificate and degree program of the college contains prescribed general education courses, including such subjects as economics, government, psychology, and communication skills. These courses are aimed at helping students develop a perspective on the broad aspects of human knowledge. With the increasing totality of human knowledge, students must be helpful to confront large bodies of knowledge and large issues with understanding. The cultivation of curiosity, the development of critical ability, and the fostering of wider perspectives on self and others are essential to the development of skills for approaching knowledge and continuing education. This development of human capabilities can enhance the quality of life in all its aspects and enrich the individual and social well-being of the whole community.

Occupational/Technical Education. The occupational and technical education programs are designed to meet the increasing demands for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government. These programs may serve as initial training for students preparing to enter the job market for the first time, as a supplement to on-the-job training for persons who are preparing for advancement in their present line of work, or as a retraining for persons who must develop new skills to replace old ones no longer required in the present job market. Programs are changed and modified to meet the continuing changes in occupations and technology.

Preparation for employment encompasses many aspects of education which are essential to the development of continuing members of society. Areas essential to the total educational program in occupational/technical curricula include the ability to adapt to different situations, business and professional ethics, safety and welfare to self and society, and attitudes conducive to success in vocation and community activities. Both theory and application are emphasized.

Specialized Regional and Community Services. Special training is provided where specific employment opportunities are available for new or expanding industries. These programs are coordinated with Virginia's economic expansion efforts and with the needs of employers.

Special training programs are primarily involved with industrial development. So long as the college service region continues to have significant unemployment, industrial development will be crucial to the economic well-being of the region. Special training activities are coordinated through the Special Training Division of the Virginia Community College System Offices. Virginia Highlands Community College's role is to assist the Special Training Division by providing facilities, equipment, and personnel where possible. Special training programs are budgeted separately from the regular operating budget of the college.

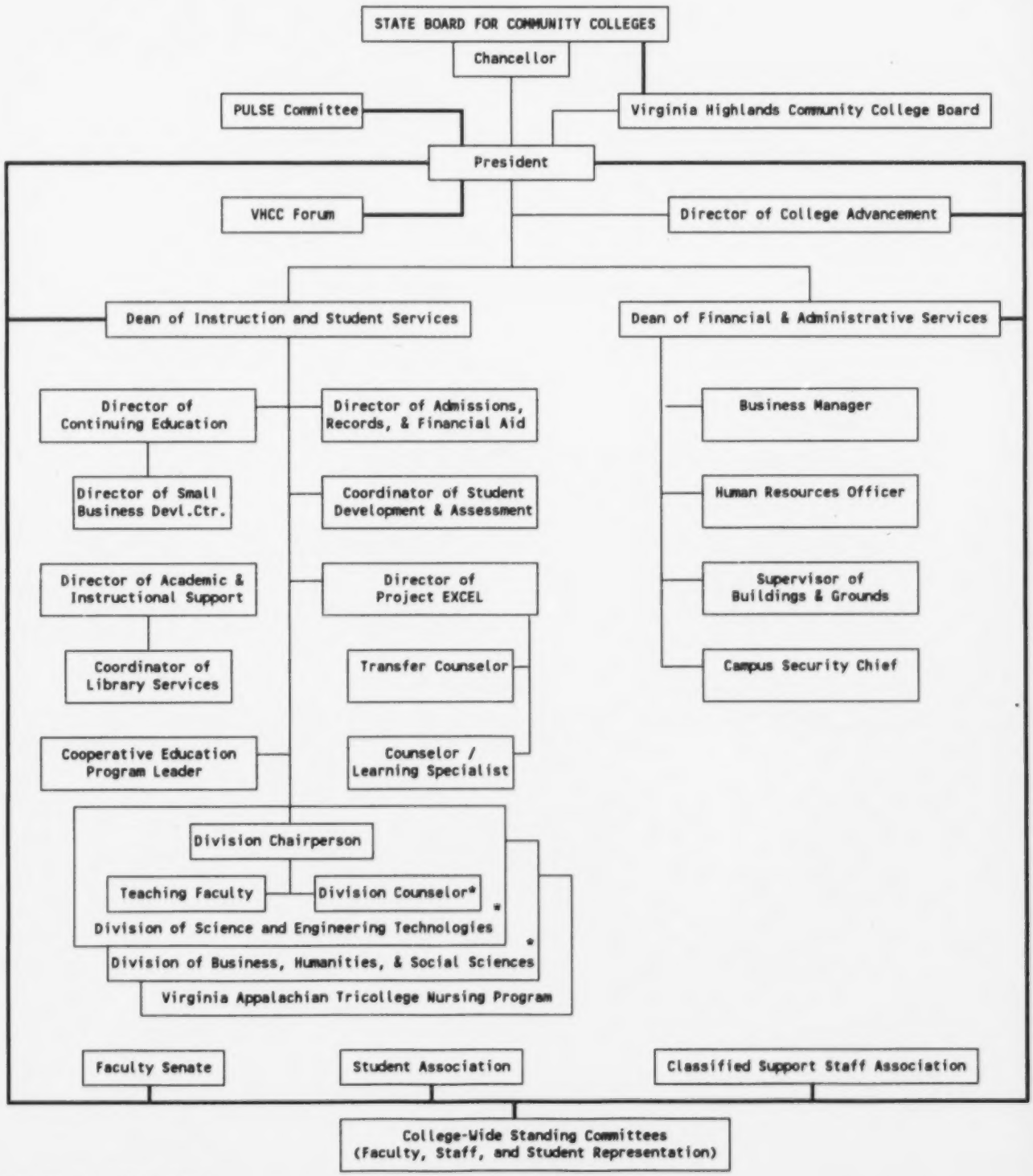
CONCLUSION

Virginia Highlands Community College offers a wide variety of courses and programs to meet the needs of the individuals in its service region. The uniqueness of the College, however, lies in the diversity of its student population. The student body is composed of individuals of all ages with diverse socio-economic backgrounds, attitudes, expectations, motivations, and abilities. The interaction of this diverse group enhances the students' ability to understand people and their different viewpoints and needs.

Virginia Highlands Community College subscribes fully to the belief that everyone who can benefit from post-high school education should be guaranteed an opportunity. Likewise, minority groups, women, and members of low-income families should receive the same opportunity provided others in the past. The College seeks to play a major role in the lives of persons who seek educational experiences for occupational reasons and for greater understanding of self and society.

VHCC ADMINISTRATIVE ORGANIZATION CHART

This chart depicts the general organizational structure established to accomplish the purposes of Virginia Highlands Community College. The solid lines represent channels of line responsibility while the double lines represent additional major lines of communication. Nothing on this chart is intended to restrict or inhibit the privilege of any individual faculty, staff, student, or administrative member of the College community to confer informally with any other member regarding matters of concern or mutual interest.



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VHCC ADMINISTRATIVE ORGANIZATION

From its inception a comprehensive community college, deliberate attempts have been made at VHCC to build an organizational structure that would foster a spirit of cooperation and community and hopefully would enable the college to avoid the misunderstandings, dissension, and lack of communication which have traditionally plagued other institutions of higher education.

Ideas were generated and plans were developed during the initial years of operation to achieve a true sense of community within and among the several groups comprising the college--students, faculty, staff, administration, and citizens representing the larger community. Centered around the concept of "bridging the gaps" of higher education, the philosophy of VHCC called for the development of programs and procedures designed to build a sense of unity within the college community. Among the gaps to be bridged were the following:

(1) Bridging the gap between faculty, students, and administration. An organizational structure was developed to provide for constant two-way communication among these three segments of the college community and to assure the voice of all in the total decision-making process. The College Forum, chaired by the President of the College, became the primary organization for bringing all of these groups together to discuss matters of broad institutional concern. Standing college committees were designed to provide recommendations to each of the Deans in their respective areas of responsibility. A Faculty Senate and Student Government were organized to deal with specific concerns of these two bodies. Generally, efforts were made in developing an organizational structure to provide open channels of communication among faculty, students, and the administration of the college.

(2) Bridging the gap between instructional faculty and student services staff. The purpose of VHCC was defined in terms of providing appropriate higher educational opportunities for the citizens of its service area. Counseling, advising, placement, and other student services were seen as supportive of and contributing to this educational mission; and the original organizational structure called for decentralizing these functions and placing them at the division level. Each Division Counselor would work closely with the Division Chairman in providing support for and service to students and faculty within each division. Faculty would be involved in the counseling and advising function; counselors would be involved as a resource to the instructional program.

(3) Bridging the gap between the developmental studies, the occupational-technical, and the college transfer curricula. The College did not want to become rigidly polarized between occupational-technical and college transfer curricula. As much as possible, faculty members would teach both occupational-technical and college transfer courses. Likewise, no separate Division of Developmental Studies was created. For students deficient in basic skills of English, math, or reading, laboratory courses were initiated, in which the students were aided by their regular instructors, while taking courses in their chosen curricula.

(4) Bridging the gap between the "day" and "evening" students. In the search for unity in community, no distinction was made between the day and evening programs. Attempts were made to keep the College open from 8:00 a.m. to 10:00 p.m., providing full programs of study during these hours; and the need for administrative services was recognized within this same time frame. Evening students were not to be considered in any way different except that they were regular students who attended classes during the evening hours. Paired sections of courses to accommodate students with variable work schedules were envisioned to further bridge the gap between day and evening students; students would be given the option of attending a day or evening class of the same course, depending on their work schedule.

(5) Bridging the gap between College and Community. Recognizing the vital link of the College to the community, the original organizational planning called for the development of a strong Office of Continuing Education to work in and through the College's service region and to serve as a liaison in matters of curriculum development, community services, and job placement. Local curriculum advisory committees were established to assure input from representatives of the larger community, and the Citizens Advisory Committee was appointed to advise the President of the College on broad community and area needs.

College Governing Bodies and Their Functions

Virginia Highlands Community College was authorized by action of the State Board for Community Colleges on November 30, 1967, and was established as a part of the Virginia Community College System.

The State Board for Community Colleges has been granted legal authorization to control all phases of the growth and development of the entire Virginia Community College System. The State Board was established in 1966 and is governed by sections 23-216 through 23-220 of the Code of Virginia. The System Offices, as outlined in and authorized by the Code of Virginia (Section 23/215), functions under the authority of the State Board for Community Colleges and is the agency responsible for the administration and supervision of the system of community colleges. The chief executive officer of the Virginia Community College System is the Chancellor, who is appointed by the State Board and also serves as secretary to that body. The State Board and the Chancellor have advisory committees that provide information and help correlate the various programs and policies within the system.

The Virginia Highlands Community College Board acts in an advisory capacity to the State Board for Community Colleges and performs such duties with respect to the operation of the College as may be delegated to it by the State Board. Among its major responsibilities is that of promoting community involvement in establishing and maintaining programs and of appointing members of the college's various citizens advisory committees.

The Virginia Highlands Community College Board consists of nine members with distribution among the service areas as follows: three members from the city of Bristol, Virginia; two members from Smyth County, Virginia; and four members from Washington County, Virginia.

The chief administrative officer is the President, with clearly defined delegations of authority to two deans, the Dean of Instruction and Student Services and the Dean of Administration, each responsible for their associated functions and personnel.

The President is responsible directly to the Chancellor of the Virginia Community College System for organizing and operating VHCC in accordance with the policies, procedures, and regulations of the State Board for Community Colleges, the Virginia Community College System Offices, and the Virginia Highlands Community College Board.

The primary responsibilities of the President are to provide leadership and supervision for the total college program including the following: instructional programs of occupational-technical education, liberal arts and sciences, general education, adult education, developmental programs, special training programs, and community services; student services including counseling services; budgeting and other financial operations; campus development including site and facilities; research and reports; and staff recruitment and development. Additionally the President has responsibility for developing effective regional and community relations with other organizations and individuals and for representing VHCC at appropriate local, state, and national meetings. The President maintains professional activities for self-development and for educational leadership of the college staff.

Groups recommending directly to the President include the Administrative Staff (the Dean of Instruction and Student Services, the Dean of Administration, and the Director of College Advancement), the College Forum, the Faculty Senate, and the Student Association. Another important channel of communication is provided by the college-wide standing committees.

The Dean of Instruction and Student Services is the chief academic and student services officer at VHCC and is responsible to the President. The Dean of Instruction and Student Services has a staff composed of the Division Chairs; Director of Continuing Education; Director of Admissions, Records, and Financial Aid; Director of Academic and Instructional Support; Coordinator of Student Development and Assessment; and Director of Project EXCEL.

The primary responsibility of the Dean of Instruction and Student Services is to provide leadership for the professional staff in the educational and student services programs. As a member of the college's administrative staff, he participates in the development of policies and programs for the entire college.

The Dean of Administration is the chief business officer of the college. As one of the principal administrative officers of the college, he is immediately responsible to the President, and serves as a member of the President's administrative staff.

The Director of College Advancement is responsible for public relations, publications, grantsmanship, fund raising and planning. The Director is immediately responsible to the President and serves as a member of the President's administrative staff.

The supervisory staff of the Dean of Administration consists of the following administrative services personnel: Business Manager, Supervisor of Buildings and Grounds, Campus Security Chief, and the Human Resources Officer.

The VHCC Forum is a deliberative and advisory body in which the interests, views, and concerns of the various segments of the college community are freely expressed and considered. Consisting of the President, the Director of College Advancement, the Deans, members of the Deans' Staffs, six student representatives, six faculty representatives, and two representatives of the classified employees, the College Forum is charged with the responsibility of advising the President on matters relevant to the operation of the college. The Forum has been a valuable and viable agency of communication among the diverse segments of the VHCC community all through the college's history, making suggestions and discussing all major issues facing the college.

The college-wide standing committees are another means for deliberation and discussion of issues related to VHCC. The college has twelve standing committees currently; three committees involve members of the faculty, staff, and student body, and concern themselves with problems and concerns related to all phases of the college's operation.

ROLE AND STRUCTURE OF CITIZENS ADVISORY COMMITTEES

Local citizens advisory committees are established to provide a means of assuring continuing communication between VHCC and the various communities it serves. Curricular advisory committees are involved in the development and evaluation of the college's curricula and courses.

Members of local advisory committees are recommended by the President of the College to the VHCC Board, and are appointed by the Board.

Purpose

The primary purpose of all citizens advisory committees is to advise college personnel regarding the college's programs and activities. Each committee is concerned with the particular curriculum or other special area it represents as it relates to the overall mission, goals, and objectives of the college. Members are selected for the specialized knowledge they bring to the particular committee(s) to which they have been appointed.

The committees serve in an advisory capacity and have no administrative or legislative authority.

Types of Committees

VHCC has developed a plan for citizens advisory committees which includes the following three types of committees:

I. General Advisory Committee. This committee, also referred to as the "Pulse" Committee, has been organized to offer recommendations and suggestions to the College Board and President in areas dealing with the general direction of the college. In addition to its general advisory role, this committee also serves as the college's Vocational Education Advisory Committee, in accordance with requirements of the Vocational Education Act of 1963 (amended 1976).

A primary responsibility of this committee is to interpret with members of the college community any significant changes in the underlying needs of the local community which might signal the necessity for modification of college programs or services. This committee also assists in the area of long-range planning for the college.

The General Advisory Committee includes representatives of area civic, business, industrial and labor organizations. As well, each of the other advisory committees selects one representative to serve as a member of the "Pulse" Committee. The student body is represented in the person of the President of the Student Government Association or the student president's designee.

II. Curriculum Advisory Committees. These committees have been organized to advise college representatives in areas of curriculum development and evaluation, program promotion, and community needs assessment.

Curriculum advisory committees at VHCC are organized within general curricular clusters, and include members with broad-based knowledge and expertise within each cluster. At present, the college's curriculum advisory committees are organized within the following clusters:

A. Business-Related Curriculum Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and the Chairman of the Division of Business, Humanities and Social Sciences concerning the occupational curricula in the Business-Related areas. Included are programs in Accounting, Computer Information Systems, Management, Office Technology, Accounting/Computer Information Systems, Clerical Studies, and Bookkeeping.

B. College Transfer Curriculum Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and other college officials in matters involving the college's offerings in College Transfer curricula.

C. Human Services Curriculum Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services, the Chairman of the Division of Business, Humanities and Social Sciences, and other College officials concerning curricular needs in the area of Human Services. Included are both the certificate and degree programs in Human Services.

D. Industrial Technology Curriculum Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and the Chairman of the Division of Science and Engineering Technologies concerning the occupational curricula in Industrial Technology areas. Included are programs in Air Conditioning, Refrigeration and Heating; Drafting and Design; Electricity; Electronics; Machine Tool Operation; Machinist; and General Engineering.

E. Nursing Curriculum Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services, the Director of the Nursing Program, and other College officials concerning curricular needs in nursing.

The members of this committee also serve on the Joint Advisory Committee for the Virginia Appalachian Tricollege Nursing Program (a cooperative program serving VHCC, Southwest Virginia Community College and Mountain Empire Community College).

F. Police Science/Public Service Curriculum Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and other college officials in the development of appropriate course and curricular offerings in the areas of Police Science, Public Services, and Public Administration.

G. Radiography Advisory Committee. This committee is composed of community health care professionals concerned with the education and clinical training of radiography. Specific functions include advising in course design; participating in the evaluation of curriculum; informing college personnel on changes in the labor market; assisting in recruiting; assisting in the evaluation of graduates.

III. Special Advisory Committees. These committees have been organized to advise college representatives in several special areas of interest. Generally, they represent non-curricular areas of the college, and are especially concerned with the ways in which these areas serve the total community.

The four Special Advisory Committees of the college are as follows:

A. Academic and Instructional Support Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and the Director of Academic and Instructional Support regarding all program areas included within the college's Division of Academic and Instructional Support.

B. Community Services and Continuing Education Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and the Director of Continuing Education regarding all program areas included within the college's Office of Continuing Education.

C. Cooperative Education Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and the Coordinator of Cooperative Education Program, including program requirements, job development activities, student assessment, program assessment and expansion, promotional and marketing activities, and economic impact assessment.

D. Minority Admissions Citizens Advisory Committee. This committee is charged with advising the Dean of Instruction and Student Services and other college officials in matters involving minority admissions and other concerns relative to the College's mission to serve the educational and cultural needs of the community.

Other types of advisory committees, or additional ones within these three categories, may be created by the VHCC Board as circumstances dictate. In addition, it is anticipated that the nature and the makeup of all lay advisory committees will be studied periodically and modifications made to keep up with changing needs within the college and throughout it service region.

Functions of Advisory Committees

While specific functions and responsibilities of advisory committees may vary depending on the nature of each committee, the following general statements apply to all.

1. To assist the College in a continuous program of needs assessment. Advisory committees should advise the college administration and Board regarding the types of curricular offerings and services needed in the community. While periodic occupational needs surveys can identify skill shortages and surpluses, the advisory committees help to determine and to verify specific training needs. Because members represent vital parts of the community, they can help the college maintain a level of instruction and service which will be most meaningful for both potential employers and employees.

2. To assist the College in the evaluation of its educational program offerings and community services. In order to assure that programs and services are meeting the needs of the community, advisory committees should take an active part in verifying course and program content and in evaluating services. Since individual members have essential, specialized knowledge of work requirements, they should be regularly consulted regarding the skills, instructional materials, equipment, standards for production work or services provided, and on actual instructional content. All phases of the college's educational programs and services should be reviewed periodically to keep them relevant and up-to-date.

3. To assist the College in the process of student selection and placement. Advisory committees can be very helpful in the selection and placement of students in the various programs of study of the college. This is especially true in the occupational programs, where they help to establish admissions standards to assure that an appropriate level of work can be maintained. When the occupational program and the community are coordinated through the activities of an advisory committee, employers are assured that the students who complete occupational programs will be an asset to their organization and are more willing to accept students completing these programs.

4. To assist the College faculty and staff in their efforts to provide more effective instructional programs and services. Most instructors and staff members find that working with citizens advisory committees is a stimulating experience. They receive encouragement and increased confidence in what they are doing through these associations. They receive valuable encouragement to remain current through frequent contact with colleagues in their field of specialization. A shared concern for the educational achievement of students (and potential employees) enhances the abilities and chances of success of both the educator and the committee member.

5. To assist the College in making available to citizens of its service region information concerning the college and its programs. Public understanding of the educational programs and services at the college hinges upon a flow of information emanating from the college and spreading throughout its service region. Advisory committees can help bring about an awareness of the mission of the college and an appreciation of how the college is striving to fulfill its mission. Members can also share with their colleagues in the community specific information on those programs and services with which they are most familiar.

Since they represent the largest single group of advisory committees, the following are outlined as specific functions and responsibilities of the Curriculum Advisory Committees:

(1) Serve as communication channels between college and community groups;
(2) Advise in the designing of courses and curricula by defining specific skill requirements, essential information and knowledge requirements related to specific content areas;
(3) Recommend competent personnel from business, industry, and the community as potential instructors;
(4) Advise in the evaluation of the college's curricula and recommend such changes as necessary to keep them vital and relevant;
(5) Assist in recruiting, providing internships, and in placing qualified graduates in appropriate jobs;
(6) Advise in the formulation and evaluation of standards for entrance into various college curricula;
(7) Keep the college informed on changes in the labor market, specific needs, surpluses, etc.;
(8) Provide means for the college to inform the community of its curricular offerings and suggest ways for improving the college's public relations efforts;
(9) Assess curricular needs in terms of the entire community; and
(10) Assist in other matters when requested by the college.

ORGANIZATION AND PROCEDURES FOR CITIZENS ADVISORY COMMITTEES

Procedure for identifying, selecting, and appointing members

Since the college is anxious to work with those people in the community who can contribute most to the success of the college's educational programs and services, appointments to advisory committees demand considerable care. The success or failure of these committees depends upon the ability and willingness of the members to contribute.

Qualifications

The following criteria are considered essential in selecting individuals to serve on college citizens advisory committees:

(1) Experience. Each member must have demonstrated competence and direct experience in the area being served. In addition, each should be interested in and have a commitment to the curricular or program area served by the committee.
(2) Adequate time. Since any advisory committee should meet as frequently as necessary, members need to maintain close contact with the college. It will be necessary to devote some time to committee work, some of which will be on the college campus.
(3) Civic Responsibility. Each member should exhibit a sense of civic responsibility. In a real sense, members of citizens advisory committees are representing not only themselves and their own interests, but also those of the larger community. They should be willing to solicit advice and suggestions from their constituent groups and to attempt to keep these groups involved in and informed about what is happening at the college.

As much as possible the three political jurisdictions supporting the college should be represented within each of the advisory committees. As well, as many as possible levels and types of expertise should be represented on each committee. Curriculum advisory committees should provide a balanced representation of the given curricular area, and where possible, should include some presently-enrolled and former students.

Identification. Usually, the members shall be identified by the college personnel from the Division or Office that will ultimately administer the program. Identification of prospective advisory committee members can also come from interested members themselves, other committee members, other college personnel, or from members of the College Board. Names of potential committee members may be submitted to the Office of the President, Dean of Instruction and Student Services, or to the appropriate Division Chairman or other college official.

Process of Initial Appointment to Committee. Once the membership has been identified by the appropriate Division Chairman or other college official, this individual should forward the list with necessary information on each member to the Dean of Instruction and Student Services. The Dean of Instruction and Student Services will have the opportunity to discuss the list with the nominating official before forwarding names to the President for action. The information should include:

(1) Name
(2) Business address and telephone
(3) Home address and telephone
(4) Position in occupational area or other area of expertise
(5) General background statement of qualification
(6) Term of appointment proposed

The appropriate committee chairman should contact the prospective member to verify their willingness to serve if appointed. A contact should also be made to the prospective member's superior (if applicable) for notification of the recommendation of appointment. With preliminary verbal approval granted, the membership list should be approved by the Dean of Instruction and Student Services before forwarding to the President for review and approval finally presented to the College Board.

Final authority for approval of advisory committees and their membership rests with the Virginia Highlands Community College Board. Upon appointment by the Board, the President sends letters of appointment stating the term of appointment.

Appointment of Members After Initial Committee Organization. As the terms of membership expire, and vacancies occur, nominations will be made by the existing advisory committee members and by the college representatives on these committees. Nominations shall be presented to the Chairman of the committee involved.

Prospective members will be selected from those nominated and their names will be submitted for official appointment following the procedures outlined above.

Membership of Advisory Committees

1. All citizens advisory committees shall be composed of not more than 35 nor fewer than 9 members.
2. All members shall be officially appointed by the College Board upon recommendation of the President of the College.
3. Membership shall consist of individuals from throughout the College's service region who possess experience and expertise in the particular areas served by the committee(s) of which they are a part.
4. The members shall serve without financial compensation.
5. The President, Dean of Instruction and Student Services, and other college officials representing the area served by the committee(s) shall serve as ex officio members of the committee(s).

Terms of Office

The regular term of service on an advisory committee is three years. The term of service shall be effective on September 1. If the initial appointment is made during winter, spring, or summer terms, the term of appointment shall be counted from the subsequent September 1, even though active committee work may have started prior to that time.

A member may be asked to serve more than one term. However, not more than two terms shall be successive unless the individual's position in the specific area makes it essential.

Advisory Committee Officers

1. The officers of each committee shall consist of a Chairman, Vice-Chairman, and Secretary.
2. The Chairman shall be elected from the lay membership and shall be selected or re-confirmed by the membership at the first meeting of each academic year.
3. The Vice-Chairman shall be elected from the lay membership and shall be selected or re-confirmed by the membership at the first meeting of each academic year.
4. The Secretary shall be appointed by the college from the appropriate instructional or service area.

Duties of the Officers

1. The Chairman shall:
   a. Call the meetings of the committee;
   b. Preside at all meetings of the committee;
   c. Plan, with the Secretary, the meeting agenda;
   d. Set the tone of the meeting as informal, seminar-type meetings for maximum exchange of ideas;
   e. Appoint subcommittees as needed to perform specific committee functions;
   f. Represent the committee when appropriate.

2. The Vice-Chairman shall:
   a. Preside in the absence of the Chairman;
   b. Fulfill any other duties designated by the Chairman.

3. The Secretary shall:
   a. Prepare and mail all announcements, minutes and other information to all committee members, college administrators, and others who need to be informed of committee activities;
   b. Aid the Chairman in establishing the agenda and details for the committee meetings;
   c. Keep an active and up-dates list of committee membership;
   d. Prepare all materials for distribution to committee members prior to meetings;
   e. Coordinate and communicate the business of the committee with appropriate personnel of the college.

Meetings of the Advisory Committees

As a general policy, all advisory committees shall meet once in the Fall term on an annual basis and thereafter on call of the Chairman.

With an ever-expanding campus and programs to match, it has been difficult to standardize the number of meetings that each advisory committee should hold during the course of a year. The practice of calling meetings whenever there is important business to be conducted will be continued. However, since it is important for any working advisory committee to adhere to regular schedule of meetings, it is strongly recommended that each committee develop some regular meeting pattern for the year.

CURRENT MEMBERSHIP

OF

CITIZENS ADVISORY COMMITTEES

ACADEMIC AND INSTRUCTIONAL SUPPORT ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Dr. Jane Hill P. O. Box 2077 Abingdon, VA 24210	9/1/91 - 8/31/94	Physical Therapist
Ms. Thelma Hutchins Route 2, Box 179-A Marion, VA 24354	9/1/91 - 8/31/94	Director of Kelly Library
Ms. Charlotte Lewis 405 Montview Drive, NE Abingdon, VA 24210	9/1/93 - 8/31/96	Director, Washington County Public Library
Ms. Ann Peake 136 Tadlock Road Bristol, TN 37620	9/1/92 - 8/31/95	Librarian
Ms. Beth Pless P. O. Box 67 Emory, VA 24327	9/1/91 - 8/31/94	Department Head and Latin Instructor
Mr. Wayne Powers 225 Stonewall Heights Abingdon, VA 24210	9/1/91 - 8/31/94	Computer Consultant, Programmer, and System Developer
Mr. Wallace Rutledge Route 1 Damascus, VA 24236	9/1/91 - 8/31/94	Retired Teacher
Mr. Bill Wheeler 1040 Canterbury Lane Abingdon, VA 24210	9/1/92 - 8/31/95	Owner of "The Computer Place"
Dr. David Winship Route 5, Box 428 Abingdon, VA 24210	9/1/91 - 8/31/94	Librarian and Academic Olympics Coach

BUSINESS-RELATED CURRICULUM ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Reed Abercrombie 14 Harrow Bristol, TN 37620	9/1/93 - 8/31/96	Director of Planning
Mr. Gary Akers 344 Lowry Abingdon, VA 24210	9/1/93 - 8/31/96	Programmer
Mr. Jim Arnold 298 Shipley Drive Bristol, VA 24201	9/1/93 - 8/31/96	Merchandising Manager
Mr. Wes Atkins 101 Judith Way Abingdon, VA 24210	9/1/93 - 8/31/96	Talco Underwriter
Mr. Thomas B. Bishop P. O. Box 405 Chilhowie, VA 24319	9/1/93 - 8/31/96	Sales
Ms. Patty Callebs Cellebs Realty Inc. 201 W. Main Street Abingdon, VA 24210	9/1/93 - 8/31/96	Licensed Realtor/ Property Broker
Mr. Don Cleveland 330 Young Drive Bristol, VA 24201	9/1/92 - 8/31/95	Engineering Manager HBA Cost Corporation
Mr. Wallace Coffey 100 Belle Brook Drive Bristol, TN 37620	9/1/91 - 8/31/94	Director of Marketing
Ms. Allison Cook Route 3 Abingdon, VA 24210	9/1/92 - 8/31/95	Adjunct Faculty, VHCC
Ms. Kelly Crane Route 1, Box 209 Abingdon, VA 24210	9/1/93 - 8/31/96	Administrative Asst./ Secretary
Mr. David Crockett Acres Road Bristol, VA 24201	9/1/92 - 8/31/95	Manager, Human 503 Green Resources, Welfare and Development
Ms. Hope Dene 457 Court Street Abingdon, VA 24210	9/1/93 - 8/31/96	Attorney

BUSINESS-RELATED CURRICULUM ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Johnny Dollar 316 Triple Crown Drive Abingdon, VA 24210	9/1/93 - 8/31/96	Human Resources Director
Ms. Carolyn K. Fletcher 536 Green Acres Road Bristol, VA 24201	9/1/93 - 8/31/96	Certified Public Accountant
Mr. Sammy Heath Rt. 2, Box 168A Chilhowie, VA 24319	9/1/93 - 8/31/96	Consultant - Computers
Mr. William Hepburn 1200 Holston Avenue Bristol, TN 37620	9/1/91 - 8/31/94	Coordinator of Business Development Center
Mr. Joe P. Johnson, Jr. 118 Jonesboro Road Abingdon, VA 24210	9/1/92 - 8/31/95	Attorney at Law
Mr. Isaac Kidd 368 Wexford Blountville, TN 37617	9/1/93 - 8/31/96	Technical Support Manager-Information Systems
Ms. Ronan D. King 1114 Holston Avenue Bristol, TN 37620	9/1/91 - 8/31/94	Director of Development
Ms. Debbie Large 300 El Paso Drive Bristol, TN 37620	9/1/93 - 8/31/96	Administrative Asst./ Secretary
Ms. Betty Lewis Rural Route 3 Abingdon, VA 24210	9/1/92 - 8/31/95	Legal Secretary
Mr. Milton Maiden 14 Monticello Abingdon, VA 24210	9/1/93 - 8/31/96	Branch Manager
Mr. Jay McElroy Westinghouse Electric Route 11, Box 100 Abingdon, VA 24210	9/1/93 - 8/31/96	Human Resources Manager
Mr. Pete Montague 109 McCray Drive Abingdon, VA 24210	9/1/93 - 8/31/96	Abingdon Division Manager APCO

BUSINESS-RELATED CURRICULUM ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. W. Lewis Neal 894 Fairway Drive Abingdon, VA 24210	9/1/93 - 8/31/96	Project Manager
Ms. Velma Oxadine 208 Mayflower Johnson City, TN 37601-9788	9/1/93 - 8/31/96	Branch Manager
Mr. W. Thomas Parson 106 Golway Road Bristol, TN 37620	9/1/91 - 8/31/94	Marketing and Insurance
Mr. Doug Reed Dana Corporation 110 Thomas Road Bristol, VA 24201	9/1/92 - 8/31/95	Plant Manager
Ms. Linda Robinette American Longwall Mining Corp. State Route 609 Abingdon, VA 24210	9/1/92 - 8/31/95	Executive Secretary
Mr. Kenny Shuman 164 W. Valley Abingdon, VA 24210	9/1/93 - 8/31/96	Vice President
Mr. Ed Stein 525 Old Dominion Road Bristol, VA 24201	9/1/93 - 8/31/96	President
Ms. Susan Stout 200 Belvedere Heights Bristol, TN 37620	9/1/93 - 8/31/96	International Marketing Department
Mr. John Talbert 389 Whites Mill Road Abingdon, VA 24210	9/1/93 - 8/31/96	Programmer and Systems Analyst
Mr. Darryl Taylor Route 2, Box 512 Glade Spring, VA 24340	9/1/92 - 8/31/95	Programmer/Analyst

COLLEGE TRANSFER CURRICULUM ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Dwight R. Barker, Jr. Greenhill Subdivision Chilhowie, VA 24319	9/1/93 - 8/31/96	Counselor
Ms. Barbara P. Chavatel 244 Whites Mill Road Abingdon, VA 24210	9/1/93 - 8/31/96	Supervisor of Instructional Services and Secondary Programs
Mr. William R. English 347 Vance Drive Bristol, TN 37620	9/1/92 - 8/31/95	Admissions Counselor
Ms. Jean Hill 202 Triple Crown Drive Abingdon, VA 24210	9/1/93 - 8/31/96	Director of Instruction Washington County
Ms. Patsy Huff 172 Kingsbridge Bristol, TN 37620	9/1/92 - 8/31/95	Counselor
Mr. Paul Hurley 357 Springlake Road Bristol, VA 24201	9/1/93 - 8/31/96	Assistant Principal
Mr. James I. Marshall 852 Island Road Kingsport, TN 37664	9/1/92 - 8/31/95	Counselor
Ms. Anna S. Morgan 908 Sycamore Bristol, VA 24201	9/1/91 - 8/31/94	Headmistress of Sullins Academy
Ms. Cathy W. Ramsey 606 South View Drive Johnson City, TN 37601	9/1/92 - 8/31/95	Associate Director of Admissions
Mrs. Shirley E. Snead Route 2, Box 655 Saltville, VA 24370	9/1/92 - 8/31/95	Mathematics Instructor

COMMUNITY SERVICES AND CONTINUING EDUCATION
ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Ralph W. Blevins Box 17 Whitetop, VA 24292	9/1/92 - 8/31/95	Real Estate Broker
Mr. Dudley J. Colley Route 11 Abingdon, VA 24210	9/1/93 - 8/31/96	Retired Salesman
Ms. Mary Catherine Compton Hungry Mother Campground Box 106 Marion, VA 24354	9/1/93 - 8/31/96	Campground Manager
Ms. Debra C. Dover Provident Ins.-Bristol Group Claims 1241 Volunteer Parkway, Suite 1000 Bristol, TN 37620	9/1/92 - 8/31/95	Claims Office, Determines Eligibility of Employees for Companies
Ms. Carolyn Foster P. O. Box 192 Damascus, VA 24236	9/1/93 - 8/31/96	Teacher
Ms. Loretta Gillespie P. O. Box 200 Saltville, VA 24370	9/1/91 - 8/31/94	Publisher of News Messenger Weekly Newspaper
Mr. Gerald Griswold 330 Triple Crown Drive Abingdon, VA 24210	9/1/92 - 8/31/95	President of AT&S
Mr. Danny Hill 305 Redwood Road Bristol, TN 37620	9/1/93 - 8/31/96	Program Coordinator
Ms. Sandy C. Moretz Rt. 1, Box 310A Glade Spring, VA 24340	9/1/93 - 8/31/96	Loan Officer
Mr. John V. Morgan, Jr. Rich Valley Elementary School Route 3, Box 142 Saltville, VA 24370	9/1/92 - 8/31/95	Principal

COMMUNITY SERVICES AND CONTINUING EDUCATION
ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Ms. Eva C. Phelps P. O. Box 991 Abingdon, VA 24210	9/1/92 - 8/31/95	Banker
Ms. June Roberts 307 Morning Side Lane Abingdon, VA 24210	9/1/92 - 8/31/95	Teacher
Mr. Randall Roberts P. O. Box 626 Saltville, VA 24370	9/1/92 - 8/31/95	Public School Coordinator of Distributive Education
Ms. Judy Thomas 138 Sycamore Drive Bristol, TN 37620-1862	9/1/92 - 8/31/95	Accounts payable, inventory, reports and managers

COOPERATIVE EDUCATION ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Clarence L. Bandy, Jr. P. O. Box 100 Glade Spring, VA 24340	9/1/93 - 8/31/96	Vice-President of Engineering
Mr. Randall T. Blevins Rt. 3, Box 1236 Abingdon, VA 24210	9/1/91 - 8/31/94	Assistant Director of Washington County Dept. of Social Services
Mr. John S. Booker Route 4, Box 165 Bristol, VA 24201	9/1/93 - 8/31/96	Supervisor of Engineering Laboratory
Ms. Patsy Fleenor 1424 Benhams Road Bristol, VA 24201	9/1/93 - 8/31/96	Office-Credit Manager
Mr. Dayton Harris 29 Holbrook Street Bristol, VA 24201	9/1/91 - 8/31/94	Deputy Sheriff of Washington County
Mr. Danny C. Mays 100 Meadow Road Bristol, VA 24201	9/1/91 - 8/31/94	Senior Electronic Technician
Mr. Michael D. Overstreet 205 Westwood Drive Abingdon, VA 24210	9/1/91 - 8/31/94	Regional Director, Region I, Virginia State Air Pollution Control Board
Dr. Bob G. Raines Box 823 Abingdon, VA 24210	9/1/91 - 8/31/94	Director of Neff Center Education Division Chair
Mr. Ed Stein 525 Old Dominion Road Bristol, VA 24201	9/1/91 - 8/31/94	President of Cherrytree Software Development Corporation
Mr. Ron Stout 1007 7th Avenue, #3 Bristol, TN 37620	9/1/91 - 8/31/94	Engineer Lab Supervisor
Mr. John E. Stringer P. O. Box 785 Marion, VA 24354	9/1/93 - 8/31/96	Executive Vice President of the Bank of Marion
Ms. Kay Taylor 201 Eastwood Drive Bluff City, TN 37618	9/1/93 - 8/31/96	Personnel Manager

GENERAL ADVISORY "PULSE" COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Tom Adams Bristol Virginia Utilities Board 300 Lee Street Bristol, VA 24201	9/1/93 - 8/31/96	Public Utilities Manager
Mr. Jim Allison 851 East Main Street Abingdon, VA 24210	9/1/92 - 8/31/95	Manufacturing Engineering Manager
Mr. Tim Baxter Sheep Hill Apartments #12 Saltville, VA 24370	9/1/91 - 8/31/94	Owner/Manager WXMY Radio
Mr. Wayne Bell The United Company P. O. Box 1280 Bristol, VA 24203	9/1/92 - 8/31/95	Senior Vice President General Counsel
Mr. S. Ray Carter P. O. Box 91 Chilhowie, VA 24319	9/1/91 - 8/31/94	Retired Banker
Mr. Gary Dutton P. O. Box 1225 Abingdon, VA 24210	9/1/93 - 8/31/96	Vice President and Area Manager, Sovran Bank, N.A.
Ms. Elizabeth Ivery 335 Rose Street, NW Abingdon, VA 24210	9/1/93 - 8/31/96	Student, ETSU
Mr. Ben King U. S. Gypsum Company Route 1, Box 7 Saltville, VA 24370	9/1/93 - 8/31/96	Human Resources Manager
Ms. Suzanne Lay P. O. Box 597 Abingdon, VA 24210	9/1/92 - 8/31/95	Executive Vice-President, Chamber of Commerce
Ms. Gertrude Lucas Blue Ridge Job Corps Center P. O. Box 425 Marion, VA 24354	9/1/93 - 8/31/96	Orientation Coordinator

GENERAL ADVISORY "PULSE" COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Roger Leonard 605 Redstone Bristol, VA 24201	9/1/92 - 8/31/95	General Manager of Electric Motor Repair and Sales
Ms. Betty Gentry Lewis Route 3, Box 169 Abingdon, VA 24210	9/1/93 - 8/31/96	Legal Assistant
Mr. Jack C. Phelps P. O. Box 991 Abingdon, VA 24210	9/1/92 - 8/31-95	Assistant Vice President and Trust Officer
Mr. W. Max Rhea Box C Saltville, VA 24370	9/1/91 - 8/31/94	Principal
Ms. Louise Snavely P. O. Box 22 1115 Old Stage Road Chilhowie, VA 24319	9/1/91 - 8/31/94	Retired Public School Teacher
Mr. Rhett Sutherland P. O. Box 217 Chilhowie, VA 24319	9/1/92 - 8/31/95	Teacher
President of the Student Government Association (or designee Virginia Highlands Community College)		

NOTE: This committee also includes one representative from each of the other advisory committees (representative to be selected by respective committees).

HUMAN SERVICES ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Bucky Boone Route 1, Box 430 Abingdon, VA 24210	9/1/93 - 8/31/96	Director, Office on Youth
Ms. Neta W. Davis P. O. Box 873 Abingdon, VA 24210	9/1/93 - 8/31/96	Director, Southwest Virginia Child Development Clinic
Dr. Rachel Fowlkes P. O. Box 862 Abingdon, VA 24210	9/1/93 - 8/31/96	Education
Mr. Ron Harrington 230 Carson Lane Bristol, VA 24201	9/1/93 - 8/31/96	Executive Vice President/CAS
Dr. Robert W. Hill P. O. Box 2077 Abingdon, VA 24210	9/1/93 - 8/31/96	Licensed Clinical Psychologist - Consultant
Ms. Mary Lou Jett 208 Oakview Drive Bristol, VA 24201	9/1/93 - 8/31/96	Director/Social Services Department
Mr. Doug Moore 401 Madison Street Bristol, VA 24201	9/1/93 - 8/31/96	Social Work
Dr. Klell Napps 155 E. Main Street Abingdon, VA 24210	9/1/93 - 8/31/96	Supply Pastor, Adjunct Faculty Member
Ms. Sue Sturgill Route 6, Box 205 Marion, VA 24354	9/1/93 - 8/31/96	Eligibility Supervisor of Smyth Co. Dept. of Social Services
Ms. May Tabor Executive Director Abingdon/Washington County Community Services Center Abingdon, VA 24210	9/1/93 - 8/31/96	Human Services

INDUSTRIAL TECHNOLOGY CURRICULUM ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. David Anderson Va. Dept. of Transportation 870 Bonham Road Bristol, VA 24201	9/1/93 - 8/31/96	Engineering/Design Drafting Technician
Mr. Mark Barrett Post Office Box 307 Abingdon, VA 24210	9/1/91 - 8/31/94	Sales and Services Heat Pumps, Furnaces, and Duct Systems
Mr. Max H. Beavers 442 Brooklea Circle Bluff City, TN 37618	9/1/92 - 8/31/95	Training Representative
Mr. Larry D. Bennett 706 Goose Creek Road Bristol, VA 24201	9/1/91 - 8/31/94	Electrician
Mr. Carl Blevins 885 Wayne Avenue Abingdon, VA 24210	9/1/91 - 8/31/94	Shop Superintendent Rt.
Mr. E. W. Canter 124 Solar Street Bristol, VA 24201	9/1/92 - 8/31/95	Industrial Engineering Manager
Ms. Lynne Carrier 830 Old Jonesboro Road Bristol, VA 24201	9/1/92 - 8/31/95	Bridge Department (CAD)
Mr. Max Counts 204 Robin Road Bristol, TN 37620	9/1/92 - 8/31/95	Chief of Drafting
Mr. Daryl Cox 313 Lindsey Street Bristol, VA 24201	9/1/91 - 8/31/94	Owns and Operates Cox Electric
Mr. Roy Fields Rt. 4, Box 459 Abingdon, VA 24210	9/1/91 - 8/31/94	General Engineer
Mr. David S. Johnson 412 Mockingbird Road Bristol, TN 37620	9/1/92 - 8/31/95	President

INDUSTRIAL TECHNOLOGY CURRICULUM ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Charles Keister 296 Plantation Road Bristol, VA 24201	9/1/92 - 8/31/95	Systems Analyst
Mr. Bob Lester Route 2 Abingdon, VA 24210	9/1/92 - 8/31/95	President
Mr. Danny Mays 100 Meadow Road Bristol, VA 24201	9/1/92 - 8/31/95	Plant Engineer
Mr. John Melvin Virginia High School Spring Garden Bristol, VA 24201	9/1/93 - 8/31/96	Instructor Drafting/CAD
Mr. Bob Myers Columbus McKinnon P. O. Box 458 Damascus, VA 24236	9/1/93 - 8/31/96	Supervisors and Administrator of Columbus McKinnon
Mr. W. Lewis Neal 894 Fairway Drive Abingdon, VA 24210	9/1/93 - 8/31/96	Project Manager
Mr. Richard "Rick" A. Poston 283 Huffman Hill Road Piney Flats, TN 37687	9/1/92 - 8/31/95	CAD Computer Specialist
Mr. James C. Powers P. O. Box 707 Chilhowie, VA 24319	9/1/91 - 8/31/94	Application Engineer
Mr. Rick Richardson Electrolux Corporation 300 E. Valley Drive Bristol, VA 24210	9/1/93 - 8/31/96	Senior Plastics Technologist
Mr. Mike Roark Rt. 1, Box 270-F Damascus, VA 24236	9/1/92 - 8/31/95	Maintenance Technician
Mr. Joe Roberts P. O. Box 355 Saltville, VA 24370	9/1/91 - 8/31/94	Electrician

INDUSTRIAL TECHNOLOGY CURRICULUM ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. Terry Sexton Electrolux P. O. Box 191 Bristol, VA 24203-0191	9/1/92 - 8/31/95	Documentation Coordinator (CAD)
Mr. Steve Starnes Starnes Refrigeration & Air Conditioning Lebanon, VA 24266	9/1/93 - 8/31/96	Owner of Starnes Refrigeration & Air Conditioning
Mr. Hugh C. Stringer 88 Robin Circle Bristol, VA 24201	9/1/93 - 8/31/96	Drafting
Mr. Garland Surber RR. 1 Saltville, VA 24370	9/1/92 - 8/31/95	Electrical Inspector
Mr. John Taylor c/o Washington County School Board 812 Thompson Drive Abingdon, VA 24210	9/1/93 - 8/31/96	Drafting Instructor (former VHCC student in drafting)
Mr. Luther "Buzz" Wellons 317 Park Street Bristol, VA 24201	9/1/92 - 8/31/95	Lead Draftsman

MINORITY ADMISSIONS CITIZENS ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mr. James Anderson 254 B. Street Abingdon, VA 24210	9/1/91 - 8/31/94	Coach and Social Studies Teacher
Reverend William A. Austin 348 Taylor Street Box 86 Abingdon, VA 24210	9/1/93 - 8/31/96	Minister, High Point Baptist Church
Ms. Sarah Brown Box 381 Abingdon, VA 24210	9/1/91 - 8/31/94	Elementary School Teacher
Mr. John Coleman 244 A Street Abingdon, VA 24210	9/1/91 - 8/31/94	VHCC Student - Operates small market in Abingdon, VA
Reverend W. Owen DeVaughn 334 Rose Street Abingdon, VA 24210	9/1/93 - 8/31/96	Pastor, Valley Street Baptist Church
Reverend W. A. Johnson 223 Avondale Lane Bristol, VA 24201	9/1/91 - 8/31/94	Pastor, Lee Street Baptist Church
Ms. Mary Lampkins P. O. Box 183 Emory, VA 24327	9/1/93 - 8/31/96	Teacher
Mr. David Lee P. O. Box 1146 Abingdon, VA 24210	9/1/91 - 8/31/94	Former VHCC Student, Branch Officer, Dominion Bank, Bristol, VA
Mrs. Joyce F. Lindsey Route 2, Box 8-A Meadowview, VA 24361	9/1/91 - 8/31/94	Secretary - VHCC
Mr. Warren H. Lindsey Route 2, Box 8-A Meadowview, VA 24361	9/1/91 - 8/31/94	Employee, Appalachian Power Company
Ms. Rebecca Newton 323 Court Street Abingdon, VA 24210	9/1/91 - 8/31/94	Secretary - U.S. Dept. of Agriculture

MINORITY ADMISSIONS CITIZENS ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Ms. Georgia Polk Route 2, Box 770 Glade Spring, VA 24340	9/1/93 - 8/31/96	Retired Educator
Ms. Patricia A. Sauve Madison Street Abingdon, VA 24210	9/1/93 - 8/31/96	Receptionist/PBX 210 210 Operator

NURSING CURRICULUM ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Mrs. Frank (Gail) Blair Edgemont North Abingdon, VA 24210	9/1/93 - 8/31/96	Registered Nurse, VATNP Graduate
Ms. Charlotte Carter Rt. 2, Box 91 Meadowview, VA 24361	9/1/92 - 8/31/95	Assistant Head Nurse
Ms. Nancy Dawson Route 1, Box 150 Meadowview, VA 24361	9/1/91 - 8/31/94	Director of Nursing Services
Ms. Darlene Dixon Bristol Home Health Service 220 Moore Street Bristol, VA 24201	9/1/92 - 8/31/95	Director of Nursing at Home Health Agency
Ms. Rebecca Dolinger P. O. Box 511 Seven Mile Ford, VA 24373	9/1/91 - 8/31/94	Assistant Director of Nursing
Dr. Jane Hill P. O. Box 2077 Abingdon, VA 24210	9/1/91 - 8/31/94	Director/Owner Abingdon Rehab
Ms. Leota Lohman P. O. Box 1356 Bristol, VA 24203	9/1/91 - 8/31/94	Administrative Supervisor, Nursing Services
Ms. Georgia Miller 509 Overlook Drive Marion, VA 24354	9/1/92 - 8/31/95	Teacher
Ms. Virginia Osborne P. O. Box 385 Castlewood, VA 24224	9/1/93 - 8/31/96	Assistant Director of Nursing Services, Bristol Regional Medical Center
Ms. Elizabeth (Betsy) Perkins 1000 Mountain View Drive Wytheville, VA 24382	9/1/92 - 8/31/95	Director of Training and Research
Ms. Carla Proffitt Rt. 5, Box 535 Abingdon, VA 24210	9/1/93 - 8/31/96	Nurse Manager of Mt. Rogers Health District

NURSING CURRICULUM ADVISORY COMMITTEE (cont.)

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Ms. Suzanne Neal Rollins 102 Hidden Valley Road Bristol, TN 37620	9/1/91 - 8/31/94	Coordinator
Ms. Mary Ellen Ryder 212 Melody Lane Bristol, TN 37620	9/1/92 - 8/31/95	Director of Nursing Services, Johnston Memorial Hospital
Ms. Ellen Sproles P. O. Box 134 Abingdon, VA 24210	9/1/92 - 8/31/95	Assistant Director of Nursing Services - Johnston Memorial Hospital
Ms. Marty White P. O. Box 397 Abingdon, VA 24210	9/1/91 - 8/31/94	Registered Nurse
Mr. Hunter Widener Director, Highlands Community Mental Health/Mental Retardation Services Bd. 3279 Lee Highway Bristol, VA 24201	9/1/92 - 8/31/95	Mental Health, Mental Retardation
Ms. Bina O. Wild P. O. Box 1024 Glade Spring, VA 24340	9/1/93 - 8/31/96	Registered Nurse
Mr. Harold Wright Rt. 1, Box 186C Meadowview, VA 24361	9/1/92 - 8/31/95	Counselor, Holston High School

POLICE SCIENCE/PUBLIC SERVICE CURRICULUM ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
Ms. Mary D. Canter 58 Oak Grove Road Bristol, VA 24201	9/1/91 - 8/31/94	Detective
Mr. Ralph B. Farris Route 1, Box 36 Meadowview, VA 24361	9/1/91 - 8/31/94	Deputy Sheriff, Washington County
Mr. Dennis L. Godfrey Brookhill Estates Abingdon, VA 24210	9/1/91 - 8/31/94	Commonwealth Attorney, Washington County
Ms. Karen E. Huskins KVAT Food Stores P. O. Box 1158 Abingdon, VA 24210	9/1/91 - 8/31/94	Security/Loss Prevention Officer KVAT Foods
Mr. Michael Lepchitz Route 3, Box 404 Abingdon, VA 24210	9/1/91 - 8/31/94	Attorney
Mr. Joe D. Mitchell P. O. Box 892 Emory, VA 24327	9/1/92 - 8/31/95	Sheriff of Washington County
Mr. Tony F. Muller 467 Meadowcrest Drive Bristol, VA 24201	9/1/91 - 8/31/94	Shift Supervisor, Patrol Division
Mr. David S. Saliba P. O. Box UU Emory, VA 24327	9/1/93 - 8/31/96	Assistant Commonwealth Attorney
Mr. Walter S. Sexton Chilhowie Police Dept. Chilhowie, VA 24319	9/1/91 - 8/31/94	Chief of Police, Chilhowie Police Department
Mr. Tolley S. Svard Department of State Police P. O. Box 537 Wytheville, VA 24382	9/1/93 - 8/31/96	State Police Investigator
Mr. Timothy W. Timberlake Rt. 1, Box 427 Abingdon, VA 24210	9/1/91 - 8/31/94	State Police Sergeant

RADIOGRAPHY ADVISORY COMMITTEE

NAME AND ADDRESS	TERM OF APPOINTMENT	OCCUPATIONAL AREA OR OTHER AREA OF EXPERTISE
(These members are from the VHCC service region only. They serve along with members from the service regions of Southwest Virginia Community College and Wytheville Community College.)		
Mr. Phil Jones 498 Bellhaven Drive Bristol, VA 24201	9/1/92 - 8/31/95	Chief Operating Officer, JMH
Mr. Donald B. Lowe Johnston Memorial Hospital 351 North Court Street Abingdon, VA 24210	9/1/92 - 8/31/95	Manager, Radiology
Ms. Janice Lowe, R.T.-N.M. Imaging Supervisor Bristol Regional Medical Center Bristol, VA-TN 37620	9/1/92 - 8/31/95	Imaging Department
Ms. Gail McCord, R.T.-R Chief Technologist Radiology Smyth County Community Hospital Marion, VA 24354	9/1/93 - 8/31/96	Chief Technologist Radiology
Dr. Richard Mullens P. O. Box 335-A Abingdon, VA 24210	9/1/91 - 8/31/94	Staff Radiologist
Mr. Wesley Robertson, R.T.-R Radiology Department Smyth County Community Hospital Marion, VA 24354	9/1/93 - 8/31/96	Radiology

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